

City of Sunnyvale Program Performance Budget

Program 743 - Budget Management

Program Outcome Statement

Ensure that the City has a sound fiscal plan to meet current and future service demands that is in accordance with adopted City policies, by:

- Preparing a short term resource allocation plan, 10-year financial plan and 20-year financial forecast,
- Providing budgetary analysis to the City Manager and all Program Managers throughout the year, and
- Communicating the budget and related budget issues to the City and the Community through various means.

So that:

<u>Program Outcome Measures</u>	<u>Weight</u>	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
♦ The City receives the annual Distinguished Budget Award from the Government Finance Officer's Association by achieving a rating of "proficient" in the four rating areas (policy documents, financial plan, operations guide, communications device).						
- Proficient Ratings	4	4.00	4.00	4.00	4.00	4.00
♦ The Resource Allocation Plan is submitted to City Council by the City Manager's established due date.						
- Days Past Due Date	5	0.00	0.00	0.00	0.00	0.00
♦ An internal customer satisfaction rating of 85% is achieved.						
- Rating	4	85.00%	92.00%	85.00%	85.00%	85.00%
♦ The Budget/Cost Ratio (planned cost divided by actual cost) is at 1.0.						
- Rating	5	1.00	1.21	1.00	1.00	1.00

Program Notes

The Government Finance Officer's Association is the professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906. The Distinguished Budget Award recognizes budget documents of the highest quality that meet the needs of decision-makers and citizens.

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74301 - Budget and Long-Range Financial Plan

SDP Outcome Statement

Prepare a budget and long-range financial projections for the City that meets current and future service demands, by:

- Developing revenue projections and a fee schedule annually,
- Reviewing operating programs and projects in alternating years,
- Analyzing internal cost allocations annually to ensure appropriate cost recovery for internal services,
- Preparing long range financial plans and budget transmittal letter annually to convey the City's short and long term position, and
- Maintaining and enhancing the budget system to improve the budget process and presentation, so that:

<u>SDP Outcome Measures</u>	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
♦ Actual revenues fall within five percent of projections, as estimated in May, for the top six General Fund revenue sources. - Percent of Projections	10.00%	0.77%	10.00%	5.00%	5.00%
♦ The City receives the annual Distinguished Budget Award from the Government Finance Officer's Association and achieves a rating of "proficient" in the financial plan rating area. - Proficient Ratings	1.00	1.00	1.00	1.00	1.00
♦ The Resource Allocation Plan is submitted to City Council by the City Manager's established due date. - Days Past Due Date	0.00	0.00	0.00	0.00	0.00

SDP Notes

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74301 - Budget and Long-Range Financial Plan

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
Activity 743000 - Develop Revenue Projections					
Product: An Estimated Revenue Source					
Costs:	51,739.36	40,223.52	47,710.29	47,249.86	49,605.59
Products:	375.00	383.00	375.00	385.00	385.00
Work Hours:	705.00	503.00	580.00	516.98	516.98
Product Cost:	137.97	105.02	127.23	122.73	128.85
 Activity 743001 - Develop Fee Schedule					
Product: A Fee Schedule					
Costs:	11,427.05	11,036.09	7,181.62	11,114.70	11,669.74
Products:	1.00	1.00	1.00	1.00	1.00
Work Hours:	220.00	175.50	120.00	165.43	165.43
Product Cost:	11,427.05	11,036.09	7,181.62	11,114.70	11,669.74
 Activity 743002, 743033 - Develop Operating Program Budgets					
Product: An Operating Program Budget Approved					
Costs:	0.00	37,438.92	133,027.96	45,087.24	121,388.56
Products:	0.00	0.00	70.00	20.00	76.00
Work Hours:	0.00	635.50	2,150.00	641.05	1,695.68
Product Cost:	0.00	0.00	1,900.40	2,254.36	1,597.22

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74301 - Budget and Long-Range Financial Plan

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
Activity 743003 - Develop Projects Budget					
Product: A Project Budget Submitted					
Costs:	150,201.64	57,786.37	0.00	80,926.03	10,616.46
Products:	200.00	355.00	0.00	305.00	40.00
Work Hours:	2,630.00	1,027.00	0.00	1,194.21	139.58
Product Cost:	751.01	162.78	0.00	265.33	265.41
 Activity 743004 - Develop Rental Rate Budgets					
Product: A Rental Rate Budget Approved					
Costs:	15,298.62	12,859.52	15,824.06	16,416.19	17,235.85
Products:	8.00	8.00	8.00	8.00	8.00
Work Hours:	230.00	216.00	230.00	237.81	237.81
Product Cost:	1,912.33	1,607.44	1,978.01	2,052.02	2,154.48
 Activity 743005 - Develop Additive Rate Budgets					
Product: An Additive Rate Budget Approved					
Costs:	15,298.62	8,172.62	15,824.06	14,313.18	15,027.41
Products:	5.00	5.00	5.00	5.00	5.00
Work Hours:	230.00	51.00	230.00	186.11	186.11
Product Cost:	3,059.72	1,634.52	3,164.81	2,862.64	3,005.48

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74301 - Budget and Long-Range Financial Plan

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
Activity 743006 - Develop Long-Range Financial Plans					
Product: A Financial Plan Approved					
Costs:	29,412.63	34,642.66	30,424.13	41,979.24	44,074.23
Products:	52.00	49.00	52.00	52.00	52.00
Work Hours:	440.00	546.00	440.00	558.33	558.33
Product Cost:	565.63	706.99	585.08	807.29	847.58
 Activity 743007 - Prepare Budget Transmittal Letter					
Product: A Budget Transmittal Letter					
Costs:	21,925.81	14,507.75	22,718.05	16,833.09	17,671.69
Products:	1.00	1.00	1.00	1.00	1.00
Work Hours:	260.00	153.00	260.00	155.09	155.09
Product Cost:	21,925.81	14,507.75	22,718.05	16,833.09	17,671.69
 Activity 743008 - Develop Budget Analyses and Other Supporting Schedules					
Product: A Schedule/Document					
Costs:	13,856.89	13,676.94	14,337.50	15,113.46	15,867.83
Products:	8.00	9.00	8.00	8.00	8.00
Work Hours:	200.00	205.50	200.00	206.79	206.79
Product Cost:	1,732.11	1,519.66	1,792.19	1,889.18	1,983.48

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74301 - Budget and Long-Range Financial Plan

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
Activity 743026 - Develop Restructures					
Product: An SDP Restructured					
Costs:	0.00	0.00	0.00	28,980.64	30,427.50
Products:	0.00	0.00	0.00	35.00	35.00
Work Hours:	0.00	0.00	0.00	413.58	413.58
Product Cost:	0.00	0.00	0.00	828.02	869.36
 Activity 743029, 743030, 743031, 743032 - Develop and Maintain Budget System Applications					
Product: A System Maintained					
Costs:	0.00	0.00	0.00	49,726.84	52,158.48
Products:	0.00	0.00	0.00	2.00	2.00
Work Hours:	0.00	0.00	0.00	765.12	765.12
Product Cost:	0.00	0.00	0.00	24,863.42	26,079.24
 Totals for Service Delivery Plan 74301 - Budget and Long-Range Financial Plan					
Costs:	309,160.62	230,344.39	287,047.67	367,740.47	385,743.34
Work Hours:	4,915.00	3,512.50	4,210.00	5,040.50	5,040.50

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74302 - On-Going Budget Analysis

SDP Outcome Statement

Provide budgetary analysis to the City Manager and program managers as requested, by:

- Analyzing and processing budget modifications and requests to change position allocations,
- Preparing an analysis of major revenues and department expenditures every period,
- Reviewing carryover requests for all projects, and
- Responding to requests for budgetary analysis, so that:

<u>SDP Outcome Measures</u>	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
♦ 85% of customers are satisfied with the timeliness and quality of budget analyses received. - Percent	85.00%	91.00%	85.00%	85.00%	85.00%
♦ Carry-over report submitted to City Council within 135 days after end of fiscal year. - Number of Days	120.00	135.00	120.00	135.00	135.00

SDP Notes

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74302 - On-Going Budget Analysis

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
Activity 743009 - Analyze and Process Budget Modifications					
Product: A Budget Modification					
Costs:	17,924.94	14,809.72	18,534.71	18,576.97	19,504.51
Products:	40.00	48.00	40.00	48.00	48.00
Work Hours:	280.00	255.50	280.00	268.83	268.83
Product Cost:	448.12	308.54	463.37	387.02	406.34
 Activity 743010 - Analyze and Process Position Allocation Requests					
Product: A Position Allocation Request					
Costs:	23,297.41	12,364.65	24,248.36	17,199.43	18,058.17
Products:	45.00	53.00	45.00	50.00	50.00
Work Hours:	380.00	236.50	380.00	248.15	248.15
Product Cost:	517.72	233.30	538.85	343.99	361.16
 Activity 743011 - Prepare Accounting Period Financial Report					
Product: A Report					
Costs:	4,738.37	18,146.25	4,896.17	16,319.13	17,133.96
Products:	4.00	9.00	4.00	12.00	12.00
Work Hours:	80.00	325.00	80.00	237.81	237.81
Product Cost:	1,184.59	2,016.25	1,224.04	1,359.93	1,427.83

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74302 - On-Going Budget Analysis

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
Activity 743012 - Provide General Budgetary Analysis [DELETED]					
Product: A Work Hour					
Costs:	30,722.00	38,686.99	32,001.37	0.00	0.00
Products:	510.00	647.50	510.00	0.00	0.00
Work Hours:	510.00	647.50	510.00	0.00	0.00
Product Cost:	60.24	59.75	62.75	0.00	0.00
 Activity 743027 - Prepare Year-End Carry-Over Report					
Product: A Report					
Costs:	0.00	0.00	0.00	7,767.95	8,155.82
Products:	0.00	0.00	0.00	1.00	1.00
Work Hours:	0.00	0.00	0.00	113.73	113.73
Product Cost:	0.00	0.00	0.00	7,767.95	8,155.82
 Activity 743034 - Provide General Budgetary Analysis to Departments					
Product: A Request					
Costs:	0.00	0.00	0.00	49,696.10	52,177.06
Products:	0.00	0.00	0.00	208.00	208.00
Work Hours:	0.00	0.00	0.00	703.09	703.09
Product Cost:	0.00	0.00	0.00	238.92	250.85
 Totals for Service Delivery Plan 74302 - On-Going Budget Analysis					
Costs:	76,682.72	84,007.61	79,680.61	109,559.58	115,029.52
Work Hours:	1,250.00	1,464.50	1,250.00	1,571.61	1,571.61

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74303 - Communicate City's Budgetary Position to Stakeholders

SDP Outcome Statement

Inform and educate stakeholders on the City's budgetary position and budget process, by:

- Conducting a City Council Budget Workshop,
- Preparing a budget document for distribution on the City's web site, CD-ROM, and hard copy,
- Developing budget summary materials for the City and the Community, and
- Providing budget training for all Program Managers, so that:

<u>SDP Outcome Measures</u>	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
♦ Customer Survey indicates that 70% of stakeholders who read budget materials or attended budget related Council meetings found them helpful in gaining a better understanding of the City's financial status.					
- Percent of Stakeholders	70.00%	88.00%	70.00%	70.00%	70.00%
♦ The City receives the annual Distinguished Budget Award from the Government Finance Officer's Association and achieves a rating of "proficient" in three rating areas (policy document, operations guide, and communications device).					
- Proficient Ratings	3.00	3.00	3.00	3.00	3.00
♦ 80% of budget trainees felt the training session met their needs.					
- Percent of Trainees	80.00%	63.00%	80.00%	80.00%	80.00%
- Number of Trainees	0.00	0.00	0.00	120.00	120.00

SDP Notes

In FY 2002/2003, a customer survey was conducted for internal customers only. Future years will include external customers.

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74303 - Communicate City's Budgetary Position to Stakeholders

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
Activity 743013, 743035 - Prepare and Conduct Council Budget Workshop					
Product: A Council Budget Workshop Conducted					
Costs:	17,704.74	7,261.96	18,372.07	10,406.28	10,925.71
Products:	1.00	1.00	1.00	1.00	1.00
Work Hours:	280.00	116.00	280.00	144.75	144.75
Product Cost:	17,704.74	7,261.96	18,372.07	10,406.28	10,925.71
 Activity 743014 - Prepare Budget Document					
Product: A Budget Document Assembled					
Costs:	59,332.73	25,400.17	53,947.79	37,498.81	39,261.54
Products:	2.00	2.00	2.00	2.00	2.00
Work Hours:	645.00	358.00	525.00	382.56	382.56
Product Cost:	29,666.37	12,700.09	26,973.90	18,749.41	19,630.77
 Activity 743015 - Prepare Supplemental Budget Communication Materials					
Product: A Supplemental Budget Document					
Costs:	12,912.16	27,970.45	8,623.64	28,469.39	29,916.13
Products:	7.00	10.00	7.00	8.00	8.00
Work Hours:	200.00	372.00	100.00	320.53	320.53
Product Cost:	1,844.59	2,797.05	1,231.95	3,558.67	3,739.52

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74303 - Communicate City's Budgetary Position to Stakeholders

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
Activity 743016 - Provide Budget Training [DELETED]					
Product: A Training Session					
Costs:	12,517.06	5,148.75	12,934.69	0.00	0.00
Products:	4.00	6.00	4.00	0.00	0.00
Work Hours:	180.00	79.50	180.00	0.00	0.00
Product Cost:	3,129.27	858.13	3,233.67	0.00	0.00
 Activity 743028 - Provide Budget Training					
Product: A Training Hour					
Costs:	0.00	0.00	0.00	15,235.39	15,980.86
Products:	0.00	0.00	0.00	120.00	120.00
Work Hours:	0.00	0.00	0.00	206.79	206.79
Product Cost:	0.00	0.00	0.00	126.96	133.17
 Totals for Service Delivery Plan 74303 - Communicate City's Budgetary Position to Stakeholders					
Costs:	102,466.69	65,781.33	93,878.19	91,609.87	96,084.24
Work Hours:	1,305.00	925.50	1,085.00	1,054.63	1,054.63

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74304 - Provide Management and Administrative Services

SDP Outcome Statement

Provide management and administrative services in support of Budget Management program activities, so that:

<u>SDP Outcome Measures</u>	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
♦ 80% of non-routines are completed within initial plan. - Percent of Non-Routines	80.00%	70.00%	80.00%	80.00%	80.00%
♦ Employees attend a minimum of one 8-hour training session per year as identified in employee's work plan. - Training Sessions Attended	4.00	4.00	4.00	4.00	4.00

SDP Notes

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74304 - Provide Management and Administrative Services

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
Activity 743017 - Administration					
Product: A Work Hour					
Costs:	51,315.80	40,984.64	53,259.03	28,651.60	30,021.12
Products:	700.00	704.00	700.00	356.71	356.71
Work Hours:	700.00	704.00	700.00	356.71	356.71
Product Cost:	73.31	58.22	76.08	80.32	84.16
 Activity 743018, 743019, 743020, 743025 - Develop and Maintain Budget System [Moved to SDP 74301]					
Product: A System Maintained					
Costs:	30,189.61	40,421.21	31,535.55	0.00	0.00
Products:	2.00	2.00	2.00	0.00	0.00
Work Hours:	500.00	778.00	500.00	0.00	0.00
Product Cost:	15,094.81	20,210.61	15,767.78	0.00	0.00
 Activity 743021 - Special Projects					
Product: A Work Hour					
Costs:	19,853.73	20,723.59	20,657.54	11,192.10	11,750.79
Products:	320.00	349.00	320.00	155.09	155.09
Work Hours:	320.00	349.00	320.00	155.09	155.09
Product Cost:	62.04	59.38	64.55	72.17	75.77

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Service Delivery Plan 74304 - Provide Management and Administrative Services

	<u>2002/2003 Budget</u>	<u>2002/2003 Achieved</u>	<u>2003/2004 Current</u>	<u>2004/2005 Proposed</u>	<u>2005/2006 Proposed</u>
Activity 743022, 743023, 743024 - Training					
Product: A Training Session					
Costs:	13,062.82	16,698.52	13,496.07	5,170.59	5,360.70
Products:	4.00	4.00	4.00	4.00	4.00
Work Hours:	160.00	200.50	160.00	41.36	41.36
Product Cost:	3,265.71	4,174.63	3,374.02	1,292.65	1,340.18
Totals for Service Delivery Plan 74304 - Provide Management and Administrative Services					
Costs:	114,421.96	118,827.96	118,948.19	45,014.29	47,132.61
Work Hours:	1,680.00	2,031.50	1,680.00	553.16	553.16

City of Sunnyvale
Program Performance Budget

Program 743 - Budget Management

Totals for Program 743

Costs:	602,731.99	498,961.29	579,554.66	613,924.21	643,989.71
Work Hours:	9,150.00	7,934.00	8,225.00	8,219.90	8,219.90